



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened July 6th, 2021, 7:30pm

- Chairperson, Brant Dunlap called the meeting to order on July 6th, 2021 at 7:37pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Brant Dunlap
 - Courtney Dunlap
 - Sandy Fielding
 - Steve Fillingham
 - Lisa Henderson
 - Chris Metcalf
 - James Jontz
 - Wende Lee
 - Joss Rogers
 - Alan Vlacich
 - Larry Chiles
 - Bill Cullinane (NV)
 - **Committee Members Absent:**
 - Janet Benjamin
 - John Vandercook
 - Bill Glazier
 - Sara Cullinane (NV)
 - Sharon Mitchell (NV)
 - **Council Liaison Present:**
 - Evelyn Zneimer
 - **City Staff Liaison Present:**
 - Sheila Pautsch
- Public Comments: None
- Council Liaison Comments: None
- City Staff Comments: Sheila introduced our new City Manager; Armine Chaparyan. Our City staff is excited to have her here and she is very committed to the City and the staff and the organizations.



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened July 6th, 2021, 7:30pm

- Armine thanked us for having her join our meeting and she is excited to be here. She was raised in Pasadena and a huge fan of the Rose Parade with lots of family memories growing up. She really values all the hard work and community efforts that go into float building. Armine shared that her first project with West Covina in a City position was to work with them for their float no- profit over 20 years ago. In her first 6 weeks she has recognized there is lots of work to be done. Armine thanked us for our work, and she has an open-door policy and is excited to meet all of us more.
 - Brant welcomed her and thanked her for her enthusiasm, thanked her in advanced for her support.
- Sheila reminded all of us that we need to fill out the self-certification in order to be in the meeting without a mask on.
 - Larry asked if we need this to be on our website for future volunteer help. Sheila said it might be something we use; she will keep us posted.
- Committee Chair Communication: Brant gave condolences to the Fielding Family, Paul lost his mom this weekend. Bill Glazier had a seizure a few days ago up in Big Bear. His testing looked good and he's feeling okay and will be back in a few days. Bill just did 3 publications for us in the last 12 hours while he is recovering, shows how committed he is to our City.
- Motion to approve the Minutes from June 4th by Wende Lee, Second by Alan Vlacich. All in favor.
- Approval of Treasurers Report: Sandy transferred \$10,000 on July 1st in preparation for the Golf Tournament expenses this month. The Pasadena Tournament of Roses gave us a check for \$3,600 as a Covid-19 relief fund. We also received a check from Lisa Reynolds for the PEO on behalf of Pat Schmiedeberg; most know that family has supported us for a long time.
 - Brant asked for a motion to approve the Treasurer Report as presented. Approved Wende Lee, second Joss Rogers, all in favor.
 - Courtney talked about card reader issues where Sandy discovered charges for the last 16 months. Courtney is working on getting the charges refunded as well as canceling business with that company and searching for a new one. Courtney said she will have a card reader for the Golf Tournament.



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened July 6th, 2021, 7:30pm

- Wende said she would share her card reader rep that she uses for her business.
 - Joss mentioned reaching out to Stacy Peterson with SPEF to see what they do for their card reader services.
 - Sheilah mentioned maybe we charge the person the transaction fees associated with card readers.
 - Alan mentioned that cards will generate more money, he does not think the percentage matters but being able to avoid the service monthly by turning off services would be beneficial to us.
- Event & Site Report: Brant reported on behalf of James. He is still searching for a porta-potty. The options he has found are awfully expensive or there is no inventory for a porta-potty.
 - Wende has a contact that she will share with James.
 - Sheila said she can look at the possibility of allowing us to use the lower level of the War Memorial building restroom.
 - Council Member Zneimer asked about Athens, Sheila let her know they unfortunately do not offer that service.
 - Design Report: Brant reported on behalf of James. Last week James went to a design meeting at Tournament, and we did receive a design variance approval for smoke and strobe lights should we choose to add that feature. Lisa mentioned that building has started.
 - Construction Report: Joss reported that we had a small workday last Saturday for welding. A master workday schedule will be distributed via email by the end of the week. Workdays will be every Tuesday, Thursday and Saturday to start out. Joss needs to file for our T2, but he is hoping for December 4th.
 - Joss mentioned there will most likely be less workdays in August; Brant reminded him that we paid extra money for the tent to be up in August so we shouldn't be skipping workdays.
 - Sandy brought up the concern of not sending out a work-day email to everyone, she asked if there are other things that can be worked on even though the main focus of that day is welding. Joss did acknowledge that he only sent out last week's email to welders instead of everyone.
 - Lisa asked if we could do a Shutterfly page for communication, Joss and Brant said they have a master email that includes the committee and key volunteers as well as a calendar everyone will receive.



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened July 6th, 2021, 7:30pm

- Decoration Report: Brant reported on behalf of Janet. Everything follows off the constructions timeline, so the decoration timeline is really dependent on that timeline. Deco needs pinecones, pokey balls, and bed sheets, all of which can be brought to the site and just send Janet or Chris an email when you drop off so they can make sure it's collected.
 - Sandy mentioned some areas where she has seen an abundance of pinecones or pokey balls cones and suggested we start collecting.
- Miscellaneous Fundraisers Report: No Comment.
- Direct Mail Report: Wende reported that she is starting to think about what we want to include in this year's letter.
- Publicity Report: Brant reported on behalf of Bill. He did just do a write up on the Golf Tournament.
 - Wende asked why we do not contact the Review for more articles. Brant explained that since the Review was sold a few years ago the flow and style of the paper has changed.
 - Sheila did mention the City did send out a press release so the Review will have something out for us soon with that release.
- Website Report: No Comment.
- Social Media: Chris said not much going on right now for social media. Lisa did send Chris some pictures from last Saturday so he will post those in the coming weeks. Chris asked if people could take pictures when they are working on things then he can post them. He will send out a social media blast again for supplies that we need.
- Golf Tournament Report: Alan reported that the Golf Tournament will be our first in person event since the Crunch Party in 2019 and we are excited. We have a shot gun start, and Mamas Brick Oven Pizza for lunch since the restaurant at the Arroyo has not reopened. The logistics of beer is still being worked on, hopefully it can be sold out of the side window. Currently we have 21 registered 4-somes; this is more than 2019 which was a record year. Alan was a little leery asking for t-signs and he's gotten so much support so he thinks we will have even more t-signs. They need help with the online auction that is going to happen just like the Crunch Time Party, Alan doesn't want to take big donors away from Crunch. There will be a \$10,000 hole in one prize, 50/50



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened July 6th, 2021, 7:30pm

raffle, mulligans for sale and the raffle. Brant will donate 20 cases of water, and left over cases can be taken down to the float site and Sandy will keep it for sales in the booth.

- Lisa asked if Alan has asked the D.U.D.E's for help with volunteering, Alan said he had not asked.
 - Council Member Zneimer asked if Mark Langill has been contacted since he always supports us with amazing Dodger donations.
 - Sheila will work on the shotgun start with PD or maybe even air support.
- Car Show Report: Brant reported the Car show has been officially canceled for this year. Hopefully we can go forward next year on the 3rd Sunday in September.
- Meeting adjourned at 8:37pm. The next meeting will be on Tuesday, August 3rd, 2021 at 7:30pm.

DocuSigned by:

Brant Dunlap

AA0C507A66D3462...

8/11/2021

Approved: _____ Date: _____

Committee Chairperson